



DOUGLAS COUNTY TRANSIENT OCCUPANCY & LICENSE TAX RETURN

YEAR: _____

Reporting Period: Please check the applicable reporting period.

Monthly: ☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun ☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec
Quarterly: ☐ First (Jan-Mar) ☐ Second (Apr-Jun) ☐ Third (Jul-Sep) ☐ Fourth (Oct-Dec)

NAME AND MAILING ADDRESS:

PHYSICAL ADDRESS OF PROPERTY:

Please provide supporting backup when reporting multiple properties. Include each address with amount and Vacation Home Rental Permit # (if applicable).

Due 1st of the month following close of the reporting period. Delinquent if not paid by the last day of the same month.

A penalty of \$10.00 or 10% of gross tax, whichever is greater, will be applied to all delinquent returns.

Interest in the amount of 1% per month or fraction of a month is charged on all delinquent balances.

A return must be filed for each reporting period regardless of tax liability.

OCCUPANCY

A. Number of room nights available this period (# of rooms multiplied by # of days in period).

B. Number of room nights occupied this period.

ROOM TAX

1. Enter gross rental revenue, including over 28-day and complimentary rooms for this period.

Gross rental revenue includes all rental charges & associated fees.

\$

2. Enter any adjusted revenue from prior month(s). Attach a detailed explanation.

+ or (-)

\$

3. Add lines 1 and 2.

TOTAL REVENUE

\$

4. Enter refunds included in line 1 for this period.

\$ ()

5. Enter complimentaries included in line 1 for this period.

\$ ()

6. Enter over 28-day rentals included in line 1 for this period.

\$ ()

7. Enter government exempt rentals included in line 1 for this period.

\$ ()

8. Enter total of lines 4, 5, 6, and 7.

TOTAL EXEMPTIONS

\$ ()

9. Deduct line 8 from line 3.

TAXABLE AMOUNT

\$

10. Tax - Enter 13% of line 9 (Line 9 multiplied by .13). *Occupancy Tax of 10% + License Tax of 3%.*

TOTAL TAX

\$

11. Penalty - Enter 10% of line 10 (Line 10 multiplied by .1, if not remitted by due date, but not less than \$10.00).

\$

12. Interest - Enter 1% of line 10 (Line 10 multiplied by .01, multiplied by # of months, or fraction of month delinquent).

\$

13. Enter total of lines 10, 11 and 12.

REMITTANCE AMOUNT

\$

Make your check payable to the **Douglas County Treasurer** - PO BOX 3000, Minden, NV 89423

I declare, under penalty of perjury, that the information contained herein is true and correct to the best of my knowledge.

Authorized Signature

Name

Title

Telephone Number

Email

Date

PLEASE SUBMIT AN ADDITIONAL COPY WITH YOUR RETURN AND REMITTANCE
Additional forms may be obtained from <http://cltr.co.douglas.nv.us/forms/RoomTaxForm.pdf>

Revised 7/2010